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# ***EXTERNAL STUDIES***

## **A PROGRAM FOR INDEPENDENT LEARNING**

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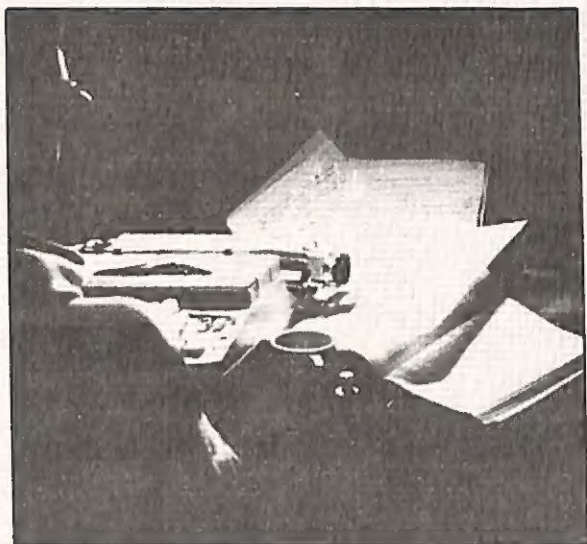
**Continue with your job  
*and* your education!**



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**DODGE CITY COMMUNITY COLLEGE  
EXTERNAL STUDIES**

**2501 N. 14th Ave., Dodge City, KS 67801  
(316) 225-1321, Ext. 222 or 1-800-742-9519**



## ***HOW DO I ENROLL?***

Enroll in External Studies anytime throughout the year. Write: External Studies, DCCC, 2501 North 14th Avenue, Dodge City, KS 67801; or call: External Studies (316) 225-1321, Ext. 222; or call toll free in Kansas: 1-800-742-9519 for more information.

***NON-DISCRIMINATION STATEMENT***-Dodge City Community College is committed to equal opportunity for all students regardless of sex, race, color, and national or ethnic origin, or physical handicap in the administration of admissions policies, educational policies, scholarship and loan programs, and athletics or other school-administered programs.

*Information subject to change*



# EXTERNAL STUDIES

## WHAT IS EXTERNAL STUDIES?

The External Studies Program provides college credit courses that fit the realities of adult life: time and place constraints, responsibilities at home and at work, and the need for career-related learning. Courses are specifically designed for independent study. Access to a faculty member, course books, and audio/visual aids allow you to earn college credit in a manner flexible enough to meet your needs. The program requires completion of the course within five months from the date of your enrollment and a minimum of four on-campus visits with your instructor. Of course, you may contact the instructor anytime you need assistance; conferences are scheduled at your convenience.

## WHO MAY ENROLL IN EXTERNAL STUDIES?

- ★ Anyone living in DCCC's service area. This includes the following communities: Arnold, Ashland, Bazine, Beeler, Bellefont, Belpre, Bloom, Brownell, Bucklin, Center-view, Cimarron, Coldwater, Copeland, Dodge City, Englewood, Ensign, Fellsburg, Ford, Fort Dodge, Fowler, Hanston, Ingalls, Jetmore, Kingsdown, Kinsley, Lewis, Mineola, Montezuma, Mullinville, Ness City, Offerle, Protection, Ransom, Sitka, Spearville, Trousdale, Utica, Windhorst, Wright.
- ★ Anyone unable to attend day or night classes regularly because of work, family, or place of residence.

★ Any DCCC student enrolled in 10 hours or more who has a course scheduling conflict and a signed "Instructor Notification" slip.

★ Any DCCC student enrolled in 9 hours or less.

## SPECIAL COURSES

External studies occasionally features television courses for college credit. These courses follow the same format as other External Studies offerings but have the added advantage of video programs. Lessons are aired over DCCC's Cable Channel 6 and/or local PBS stations. If you miss televised broadcasts, you may view recorded lessons in the Learning Resource Center at DCCC. Telecourses are advertised separately through your local media.

## CLASSES

External Studies class offerings are dependent upon the availability of instructional staff. All classes are for 3 hours of credit except where noted.

		ALLIED HEALTH	
AH	104	Medical Ward Secretary*	
AH	140	Basic Nutrition	
		BUSINESS	
Bus	103	Principles of Management	
Bus	110	Elem. Typewriting I	
Bus	111	Typewriting II	
Bus	210	Typewriting III	
Bus	115	Office Records Management*	
Bus	116	Bookkeeping I*	
Bus	117	Bookkeeping II*	
Bus	120	Shorthand I	
Bus	121	Shorthand II	
Bus	130	Accounting I	
Bus	131	Accounting II	
Bus	141	Business Machines	
Bus	143	Introduction to Business	

Bus	144	Business Math
AC	146	Intro. to Data Processing
Sec	220	Legal Secretary*

HUMANITIES		
Eng	101	Preparatory English Composition
Eng	102	English Composition I

NATURAL SCIENCES		
Math	091	Intermediate Algebra
Math	100	Basic Applied Math
Math	101	Modern College Math
Math	106	College Algebra
Math	110	Trigonometry
CS	115	Introduction to Computers and Their Application
Phys	104	Physical Science

SOCIAL SCIENCE		
Gov	101	American National Government
Psy	101	General Psychology
Soc	101	Principles of Sociology
Soc	200	Women in Society
Hist	101	American History I
Hist	102	American History II
Hist	103	Survey of Western Civilization I
Hist	104	Survey of Western Civilization II
Hist	107	History of Bible Times
Econ	101	Principles of Economics I

\*Designates 2 hours of credit

## HOW MUCH DOES IT COST?

Tuition is \$20.00 per credit hour. The incidental fee for each course is \$10.00. The cost of books differs with each course. All tuition and fees are due at the time of enrollment.

A 100% refund on tuition is issued if you withdraw from a course within the first or second week of your enrollment date. A 50% refund is issued within the third or fourth week of your enrollment date. No refunds are issued thereafter. Instructors must be notified of an intent to withdraw. The bookstore manager determines the value of returned textbooks.